

CITY OF MILPITAS

Revised 9/8/91 Established 6/85
EEOC Office and Clerical
Unit Pro Tech
FLSA Non-exempt Physical 1

CASHIER

DEFINITION

Under general supervision, receives payments from the public for utility bills, licenses, permits and other City charges; maintains financial records and performs a variety of general clerical tasks related to the cashiering function.

DISTINGUISHING CHARACTERISTICS

This is a working level class related to the Fiscal Office Assistant series. The primary responsibility of Cashier class is to act as City cashier, receiving and processing monies paid to the City. Fiscal Office Assistant I/II classes are distinguished from Cashier class by responsibility for more varied accounting and fiscal office support duties.

Cashiers work under general supervision of a Fiscal Services Supervisor, and may receive assignments from other professional or technical personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Receive and process a variety of payments from the public in person and by mail for utility bills, licenses, permits and other City charges.
- Sort and process outgoing bills.
- Receive and balance mail payments.
- Balance daily receipts to monies received; correct any discrepancies; prepare revenue summary sheets.
- Open and close safe.
- Receive, verify and record receipts for bank deposits.
- Prepare and mail billings for various charges.
- Provide information to the public relative to City policies and procedures; refer inquiries as appropriate.
- Review and monitor accounts for changes and problems.
- Operate a variety of office machines; enter data into computer system as assigned.
- Maintain and update a variety of records and logs.
- File reports, permits, applications, payments and other records; purge files as needed.
- Distribute incoming mail and process outgoing mail as required.

QUALIFICATIONS

Knowledge of:

- Proper methods and procedures used in handling cash, checks and other negotiable instruments.
- Bookkeeping and financial record keeping principles and practices.
- Modern office practices and procedures, including filing.
- Business arithmetic.
- Basic business computer applications and principles.

Skill/Ability to:

- Handle large amounts of checks, cash and other negotiable instruments accurately.
- Make rapid and accurate arithmetic calculations.
- Organize and maintain accurate records and files.
- Operate a cash register and adding machine with efficiency.
- Balance and reconcile monies received and prepare financial records.
- Follow oral and written instructions.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with the general public and City staff.
- Deal tactfully and effectively with upset or irate customers.

Other Requirements:

Specified positions may require possession of a valid California driver's license.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Equivalent to one year of clerical experience involving handling large sums of money, cashiering, direct public contact and maintenance of financial records and logs.

Approved:



City Manager

AS54/B